

**Appendix D, HANDOUTS FOR LESSION 1: L233IS version 1**

This appendix contains the items listed in this table--

<b>Title/Synopsis</b>	<b>Pages</b>
SH-1, Advance Sheet	SH-1-1 and SH-1-2
SH-2, Extracted Material from FM 7-22.7 and TRADOC Regulation 350-10	SH-2-1 thru SH-2-10



## Student Handout 1

### Advance Sheet

---

**Lesson Hours** This lesson consists of two hours of individual study.

---

**Overview** Although NCOs today receive better training and are more professional than ever, the achievements of your predecessors have contributed much to your career. Get to know them, and you will see that the NCOs of the past are as much your comrades in arms as the men and women you train with in the Warrior Leader Course (WLC). You will become the NCO the Army looks upon to train, test, judge, reward, and discipline soldiers of today, as well as in the future.

---

**Learning Objective** Terminal Learning Objective (TLO)

<b>Action:</b>	Identify the historical evolution and significant contributions of the noncommissioned officer corps.
<b>Conditions:</b>	In an individual study environment, as a small unit leader responsible for 5 to 10 Soldiers.
<b>Standards:</b>	Identify the historical evolution and significant contributions of the noncommissioned officer corps (as it existed during the pre-Revolutionary War period; the Revolutionary War; the War of 1812; the Civil War; World War I; World War II; the Korean War; Vietnam War; Operations Just Cause, Desert Storm, and Enduring Freedom; the war on terrorism; and today) IAW CMH Pub 70-37, CMH Pub 70-38, TRADOC Reg 350-10, and FM 2-22.7.

**ELO A** Identify the role of the noncommissioned officer existing in the pre-Revolutionary War period.

**ELO B** Identify the role of the NCO during the Revolutionary War.

**ELO C** Identify the role of the NCO during the War of 1812.

**ELO D** Identify the role of the NCO during the Civil War.

**ELO E** Identify the role of the NCO during World War I.

**ELO F** Identify the role of the NCO during World War II.

**ELO G** Identify the role of the NCO during the Korean War.

**ELO H** Identify the role of the NCO during the Vietnam War.

**ELO I** Identify the role of the NCO during Operations Just Cause and Desert Storm.

**ELO J** Identify the role of the NCO in the War on Terrorism and Operation Enduring Freedom.

**ELO K** Identify the role of the NCO as it exists today.

---

---

**Assignment**

The student assignments for this lesson are--

- Review Student Handout 1, Appendix D.
  - Read TRADOC REG 350-10, Chap 5, para 5-1 thru 5-9.
  - Read FM 7-22.7, p 2-19 thru 2-22 and the inside back cover.
  - Turn in recoverable reference material.
- 

**Additional  
Subject Area  
Resources**

None

---

**Bring to Class**

You must bring the following materials to class--

- Pen or pencil and writing paper.
  - Student handouts, Appendix D.
-

## Student Handout 2

### Extracted Material from FM 7-22.7 and TRADOC Reg 350-10

---

This student handout contains 4 pages of extracted material from FM 7-22.7, The Army Noncommissioned Officer Guide, 23 Dec 02 and 4 pages of extracted material from TRADOC Regulation 350-10, Institutional Leader Training and Education, 12 Aug 02.

Chapter 2, pages 2-19 thru 2-22  
Chapter 5, pages 23 thru 26  
Inside of back cover (The NCO Creed)

**Disclaimer:** The developer downloaded the text in this student handout from the Reimer Digital Library. The text may contain passive voice, misspellings, grammatical errors, etc., and may not conform to the Army Writing Style Program.

---

---

## **Duties, Responsibilities and Authority of the NCO**

authority of their NCOs to their staffs and subordinates. Your contribution to the NCO support channel ensures its overall success.

*"...the routine daily business of the Army is noncommissioned officer business, that is to say, execution of established policies and standards pertaining to the performance, training and conduct of enlisted personnel is the responsibility of the Noncommissioned Officer Corps. The establishment of those policies and standards is the responsibility of the officer corps."*

CSM J. F. La Voie

## **NCO RANKS**

### **SERGEANT MAJOR OF THE ARMY**

2-57. Established in 1966, the Sergeant Major of the Army (SMA) is the senior enlisted position of the Army. The sergeant major in this position serves as the senior enlisted advisor and consultant to the Chief of Staff of the Army. The SMA provides information on problems affecting enlisted personnel and proposes solutions to these problems concerning standards, professional development, growth and advancement of NCOs, morale, training, pay, promotions and quality of life for soldiers and family members.

2-58. Using command information channels, the SMA keeps soldiers current on important NCO issues and through the public media informs the American people of the Army mission, soldiers' accomplishments and future enlisted trends. The SMA directs NCO support channel activities through the major commands' CSMs by using written and verbal communications. The SMA also presents the enlisted viewpoint to Congress, DA boards and committees, meets with military and civilian organizations to discuss enlisted affairs, and receives and represents Army enlisted personnel at appropriate ceremonies.

### **COMMAND SERGEANT MAJOR AND SERGEANT MAJOR**

2-59. The Command Sergeant Major is the senior NCO of the command at battalion or higher levels. The CSM carries out policies and standards on performance, training, appearance and conduct of enlisted personnel. The CSM gives advice and initiates recommendations to the commander and staff in matters pertaining to enlisted personnel. A unit, installation, or higher headquarters CSM directs the activities of that NCO support channel. The support channel functions orally through the CSMs or first sergeant's call and normally does not involve written instruction. The CSM administers the unit Noncommissioned Officer Development Program (NCODP), normally through written directives and the NCO support channel. As the senior NCO of the command, the CSM is the training professional within the unit, overseeing and driving the entire training program. The CSM assists the commander in determining leader tasks and training for NCOs.

2-60. The CSM and commander jointly coordinate and develop the unit's Mission Essential Task List (METL) and individual training tasks to create a team approach to battle-focused training. The CSM and NCO leaders then select the specific individual tasks, which support each collective task to be trained during this same period. CSMs use command information channels to inform, express concerns on enlisted issues and build esprit. They also represent the commander at military and civilian functions to maintain good community relations.

2-61. The Sergeant Major is often the key enlisted member of the staff elements at battalion and higher levels. The sergeant major's experience and ability are equal to that of the unit command sergeant major, but leadership influence is generally limited to those directly under their charge. The sergeant major is a subject matter expert in his technical field, primary advisor on policy development, analytical reviewer of regulatory guidance and often fulfills the duties of the command sergeant major in his absence. Sergeants major also serve in non-staff and leadership positions such as Special Forces Team Sergeant Major, instructor at the Sergeants Major Academy or as the State Senior Enlisted Advisor.

#### **Colors and Color Guards**

Flags are almost as old as civilization itself. Imperial Egypt and the armies of Babylon and Assyria followed the colors of their kings. Ancient texts mention banners and standards. The flag that identified nations usually were based on the personal or family heraldry of the reigning monarch. As autocracies faded or disappeared, dynastic colors were no longer suitable and national flags came into being. These national flags such as the Union Jack of Great Britain, the Tricolor of France and the Stars and Stripes are relatively new to history. When the struggle for independence united the colonies, there grew a desire for a single flag to represent the new Nation. The first flag borne by our Army representing the 13 colonies was the grand union flag. It was raised over the Continental Army at Cambridge, Massachusetts, on 2 January 1776. The Stars and Stripes as we now know it was born on 14 June 1777.

The flags carried by Color-bearing units are called the national and organizational colors. The Colors may be carried in any formation in which two or more company honor guards or representative elements of a command participate. The Command Sergeant Major is responsible for the safeguarding, care and display of the organizational color. He is also responsible for the selection, training and performance of the Color bearers and Color guards.

The honorary position for the CSM is two steps to the rear and centered on the Color guard.

---

## **Duties, Responsibilities and Authority of the NCO**

Because of the importance and visibility of the task, it is an honor to be a member of the Color guard. The detail may consist of three to eight soldiers, usually NCOs. The senior (Color) sergeant carries the National Color and commands the Color guard unless a person is designated as the Color sergeant. The Color sergeant gives the necessary commands for the movements and for rendering honors. The most important aspect of the selection, training and performance of the Color guard is the training. Training requires precision in drills, manual of arms, customs and courtesies and wear and appearance of uniforms and insignia.

A well trained color guard at the front of unit's formation signifies a sense of teamwork, confidence, pride, alertness, attention to detail, esprit de corps and discipline. The Color Guard detail should perform its functions as much as possible in accordance with ARs 600-25, 670-1 and 840-10 and FM 22-5.

### **FIRST SERGEANT AND MASTER SERGEANT**

2-62. The First Sergeant is the senior NCO in companies, batteries and troops. The position of first sergeant is similar to that of the CSM in importance, responsibility and prestige. As far back as the Revolutionary War period, first sergeants have enforced discipline, fostered loyalty and commitment in their soldiers, maintained duty rosters and made morning reports to their company commanders. Since today's first sergeants maintain daily contact with and are responsible for training and ensuring the health and welfare of all of the unit's soldiers and families, this position requires extraordinary leadership and professional competence.

2-63. First sergeants hold formations, instruct platoon sergeants and assist the commander in daily unit operations. Though first sergeants supervise routine administrative duties their principle duty is training soldiers. The CSM, first sergeant and other key NCOs, must understand the organization's collective mission essential tasks during METL-based training. Through NCO development programs, performance counseling and other guidance, first sergeants are the Army's most important mentors in developing subordinate NCOs.

2-64. The Master Sergeant serves as the principle NCO in staff elements at battalion or higher levels. Although not charged with the enormous leadership responsibilities of the first sergeant, the master sergeant dispatches leadership and executes other duties with the same professionalism as the first sergeant.

### **PLATOON SERGEANT AND SERGEANT FIRST CLASS**

2-65. While "Platoon Sergeant" is a duty position, not a rank, the platoon sergeant is the primary assistant and advisor to the platoon leader, with the responsibility of training and caring for soldiers. The platoon sergeant helps



the commander to train the platoon leader and in that regard has an enormous effect on how that young officer perceives NCOs for the rest of his career. The platoon sergeant takes charge of the platoon in the absence of the platoon leader. As the lowest level senior NCO involved in the company METL, platoon sergeants teach collective and individual tasks to soldiers in their squads, crews or equivalent small units.

2-66. The Sergeant First Class (SFC), may serve in a position subordinate to the platoon sergeant or may serve as the NCO in charge (NCOIC) of the section with all the attendant responsibilities and duties of the platoon sergeant. A platoon sergeant or sergeant first class generally has extensive military experience and can make accurate decisions in the best interest of the mission and the soldier.

2-67. Utilizing tough, realistic and intellectually and physically challenging performance-oriented training to excite and motivate soldiers, the platoon sergeant ensures Army standards are met and maintained. Additionally, the platoon sergeant must conduct cross training to promote critical wartime skills within the unit, evaluate the effectiveness of the platoon and provide training feedback to the commander and first sergeant during After-Action Reviews (AAR) on all unit collective training.

### **SQUAD, SECTION AND TEAM LEADERS**

2-68. Staff Sergeants, Sergeants and Corporals are normally squad, section and team leaders and are a critical link in the NCO channel. These NCOs live and work with their soldiers every day and are responsible for their health, welfare and safety. These squad, section and team leaders ensure that their soldiers meet standards in personal appearance and teach them to maintain and account for their individual and unit equipment and property. The NCO enforces standards and develops and trains soldiers daily in MOS skills and unit missions.

*"NCOs should make it a point to drop by the barracks on and off duty to visit soldiers and check on their welfare."*

SMA Jack L. Tilley

2-69. The NCO teaches individual and collective training, develops unit cohesion, fosters the values of loyalty and commitment and builds spirit and confidence. The NCO evaluates performance oriented training and through coaching and counseling grooms young soldiers for future positions of increased responsibility. Squad, section and team leaders teach everything from the making of sound and timely decisions to physical training to ethics and values. You, corporals and sergeants, are the basic trainer of today's soldiers.

professional military education. This branch-immaterial resident course is conducted at the WOCC, Fort Rucker, AL, and provides warrant officers with a broader Army perspective required for assignment to grade CW5-level positions as technical, functional, and branch systems integrators and trainers at the highest organizational levels. Instruction focuses on "how the Army runs" (force integration) and provides up-to-date information on Army-level policy, programs, and special items of interest. Graduates of WOCC are recognized by MEL code 1.

## **Chapter 5**

### **The Noncommissioned Officer Education System (NCOES).**

#### **Section I**

#### **General**

##### **5-1. Background.**

a. The goal of NCOES and NCO training is to prepare NCOs to lead and train soldiers who work and fight under their supervision and assist their assigned leaders to execute unit missions.

b. The NCOES consists of PLDC, BNCOC, ANCOC, and SMC. Both PLDC and SMC are branch-immaterial courses, while BNCOC and ANCOC include branch-immaterial common core and branch-specific training. Branch immaterial functional courses are BSNOC, FSC, and CSMC. Common core will be fully incorporated into NCO training IAW the appropriate CMP. Exception to this is the Stand-Alone TASS Phase I USASMA ANCOC and BNCOC Common Cores that are listed in ATRRS separately. Noncommissioned Officer Education System ANCOC/BNCOC technical phase MOS proponents will only list and include Phase I as part of their MOS course administrative data for instructor contact hours purposes as "developed by other – USASMA Common Core." Successful completion of Phase I is a prerequisite for attendance at ANCOC or BNCOC phase II MOS-specific training courses. Exception to this policy is when the Phase II is conducted at Interservice Training Review Organization, Department of Defense (DOD) or a joint service school where scheduling of quotas is not controlled by U.S. Total Army Personnel Command (PERSCOM) or other Army element.

c. The NCOES courses provide NCOs with progressive and sequential leader, technical, and tactical training that is relevant to duties, responsibilities, behaviors and missions they will be required to perform in operational units after graduation. Training builds on existing VASA and experience.

**5-2. Selection, administration, and assignments for NCOES.** See AR 614-200, NGR 600-200 and AR 350-1.

**5-3. Primary Leadership Development Course (PLDC).** The PLDC is a branch-immaterial course conducted at NCOA worldwide and TASS school

battalions, which provides basic leadership training for soldiers selected for promotion to sergeant. Primary Leadership Development Course provides an opportunity to acquire the leader VASA and knowledge needed to lead a team-size unit, and serves as the foundation for further training and development. Graduates of PLDC are recognized by MEL code X IAW Enlisted Distribution and Assignment System (EDAS) input into Standard Installation Division Personnel System (SIDPERS). Training focuses on—

- a. Self-discipline.
- b. Demonstrating professional ethics and values.
- c. Leading, disciplining, and developing soldiers.
- d. Soldier performance-oriented counseling.
- e. Planning, conducting and evaluating individual and team-level performance-oriented training.
- f. Caring for soldiers and their families.
- g. Establishing the foundation for further training and leader development.

**5-4. Basic Noncommissioned Officer Course (BNCOC).** The BNCOC provides soldiers selected for promotion to staff sergeant an opportunity to acquire the leader, technical, tactical, VASA and knowledge needed to lead squad-size units. Training builds on experience gained in previous training and operational assignments. Branch schools and selected TASS school battalions conduct this course. Graduates of BNCOC are recognized by MEL code V. Training focuses on—

- a. Preparing unit and subordinate elements for peace and wartime missions and contingencies.
- b. Planning, supervising, and executing tasks and missions assigned to squad-size units.
- c. Leading, supervising, disciplining, training, and developing subordinates.
- d. Planning, scheduling, supervising, executing, and assessing the unit's mission-essential training.
- e. Planning, initiating, and supervising personnel, administration, and supply actions.
- f. Planning, supervising, and assessing the safe use, maintenance, security, storage, and accountability of personal and organizational equipment and material.
- g. Caring for subordinates and their families.

h. Active Component soldiers will be scheduled in ATRRS to attend BNCOC Phase I common core and MOS technical training sequentially within the same fiscal year. Active Component soldiers may attend Phase I

common core at full resident NCOAs, via video teletraining (VTT), or at the nearest TASS training site.

i. The first general officer in the AC soldier's chain of command may grant a waiver extension of up to 6 months or until the next Phase II technical MOS course start date, whichever occurs first.

j. Reserve Component BNCOC common core training requires formal school attendance one weekend per month for 6 consecutive months or 2 weeks AT/ADT. Soldiers must begin branch-technical training within 24 months of completing common core training. Request for waiver to the 24-month requirement will be forwarded through command channels for approval by the first general officer in the soldier's chain of command as follows:

(1) An additional 12 months may be granted for cogent reasons by the first general officer in the soldier's chain of command. However, soldiers must begin BNCOC branch-technical training within 36 months of completing common core Phase I training. Soldiers will report to school with a copy of the approved waiver and the DA Form 1059 indicating successful completion of Phase I.

(2) An additional 12 months (added to the 36 months) may also be granted by the first general officer in the chain of command for a reclassification training requirement incurred following completion of common core training (soldier must start branch-technical training within 48 months of completing common core training). Soldiers will report to school with a copy of the approved waiver and both common core and MOS reclassification training DA Forms 1059.

(3) Any AC/RC soldier that exceeds their maximum waivable NCOES time line attendance windows, as applicable in paragraphs 5-4 or 5-5, must submit an exception to policy through the first general officer in the soldier's chain of command, to Commander, TRADOC, ATTN: ATTG-I. This request packet must include the following:

- (a) Memorandum requesting exception to policy.
- (b) Army Training Requirements and Resource System printout showing soldier's course attendance record and available course start dates.
- (c) Any documentation that supports the soldier's claim for the exception requested.
- (d) DA Form 1059 for completion of Phase I training.
- (e) Name, e-mail address, phone and FAX numbers of soldier's unit POC.

**5-5. Advanced Noncommissioned Officer Course (ANCOC).** The ANCOC provides soldiers selected for

promotion to sergeant first class an opportunity to acquire the leader, technical, tactical VASA and knowledge needed to lead platoon-size units. Training builds on experience gained in previous operational assignments and training. Branch schools and selected TASS school battalions conduct this course in a live-in learning environment. Graduates of ANCOC are recognized by MEL code T. Training focuses on:

a. Preparing unit and subordinate elements for peace and wartime missions and contingencies.

b. Planning, supervising, and executing tasks and missions assigned to platoon-size units.

c. Leading, supervising, disciplining, training, and developing subordinates.

d. Planning, scheduling, supervising, executing, and assessing the unit's mission essential training.

e. Planning, initiating, and supervising personnel, administration, and supply actions.

f. Planning, supervising, and assessing the safe use, maintenance, storage, security, and accountability of personal and organizational equipment and material.

g. Caring for subordinates and their families.

h. Active Component soldiers will be scheduled in ATRRS to attend ANCOC phase I common core and MOS branch technical training sequentially within the same fiscal year. Active Component soldiers may attend Phase I common core at resident, via VTT, or at the nearest TASS training site.

i. Active Component commanders will send ANCOC/SFC promotion selectees to Phase I and II when scheduled by PERSCOM. Commanders must notify PERSCOM NLT 45 days from the scheduled course date if this soldier is physically unable to attend on the date scheduled. In all cases, PERSCOM will be the final approval granting authority on requests for class deferments.

j. Reserve Component soldier attendance at ANCOC common core training requires formal school attendance one weekend per month for 6 consecutive months or 2 weeks AT/ADT. Soldiers must begin branch-technical training within 24 months of completing common core training. Request for waiver to the 24-month requirement will be forwarded through command channels for approval by the first general officer in the soldier's chain of command as follows:

(1) An additional 12 months may be granted for cogent reasons by the first general officer in the soldier's chain of command. However, soldiers must begin ANCOC branch-technical training within 36 months of completing common core Phase I training). Soldiers will report to school with a copy of the approved waiver and

the DA Form 1059 indicating successful completion of Phase I (third year).

(2) An additional 12 months (added to the 36 months) may also be granted by the first general officer in the chain of command for a reclassification training requirement incurred following completion of common core training (soldier must start branch-technical training within 48 months of completing common core training). Soldiers will report to school with a copy of the approved waiver and both common core and MOS reclassification training DA Forms 1059.

(3) Any AC/RC soldier that exceeds their maximum waiverable NCOES time line attendance windows, as applicable in paragraphs 5-4 or 5-5, must submit an exception to policy through the first general officer in the soldier's chain of command, to Commander, TRADOC,

ATTN: ATTG-I. This request packet must include the following:

- (a) Memorandum requesting exception to policy.
- (b) Army Training Requirements and Resource System printout showing soldier's course attendance record and available course start dates.
- (c) Any documentation that supports the soldier's claim for the exception requested.
- (d) DA Form 1059 for completion of Phase I training.
- (e) Name, e-mail address, phone and FAX numbers of soldier's unit POC.

**5-6. Sergeants Major Course (SMC).** The SMC is a branch-immaterial course for master sergeants and first sergeants selected for promotion to sergeant major, and for recently promoted sergeants major. (The DA board may also select non-promotable master sergeants and/or first sergeants for early attendance.) The Sergeants Major Course is a task-based, performance-oriented, scenario-driven course that includes instruction in leadership, combat operations, and sustainment operations. Specific areas of study include team building, communicative skills, national military strategy, training management, force projection, and professional development electives. The course integrates the learning objectives of the battle staff NCO course, and master fitness training. A corresponding studies program is also available, which consists of resident and non-resident phases. Graduates of SMC are recognized by MEL code S.

**5-7. Battle Staff Noncommissioned Officer Course (BSNCOC).** The BSNCOC is a two-phase branch-immaterial functional course for staff sergeants through sergeant major selected for staff assignments. Curriculum phases and attendance criteria are as follows:

a. Phase I is the preresident phase (self-study package) including an exam taken via the Internet. Battle staff designees will have 60 days to complete Phase I before attending the resident phase (Phase II) of the course. Phase II can be completed in one of three methods and course lengths. The soldier may complete Phase II via resident attendance either at USASMA (Fort Bliss, TX), at one of the USASMA delivered VTT training sites, located in both CONUS and OCONUS, or at the NCOA at Fort McCoy, WI.

b. Training focuses on managing day-to-day operations of a battalion level or higher command post.

c. The prerequisites for attending the BSNCOC course are:

- (1) Be a staff sergeant through sergeants major.
- (2) Assigned to a valid ASI coded 2S position IAW DA Pam 611-21.
- (3) Meet the height and weight guidelines IAW AR 600-9.
- (4) Pass an APFT during Phase II as a graduation requirement.

d. Active Component requests for training should be forwarded through local approval authority (for example, G3, Director of Plans, Training, Mobilization, and Security (DPTMS)) who submits an A1 application to PERSCOM requesting a school seat in ATRRS. Reserve Component requests for training are submitted as follows: Troop Program Units forward requests for training through their MACOM for approval. Active Guard Reserve forwards requests through the Full Time Support Management Division for approval. National Guard Units requests for training should be forwarded through their major subordinate command who submits requests to the state Plans Operations and Training Officer for approval.

e. Graduates of BSNCOC are awarded the ASI 2S.

**5-8. First Sergeants Course (FSC).** The FSC is a two-phased branch-immaterial functional course for first-time first sergeant designees. Curriculum phases and attendance criteria are as follows:

a. Phase I is the preresident phase (self-study package) including an exam taken via the Internet. First sergeant designees will have 60 days to complete Phase I before attending Phase II. Phase II consists of 15 training days (resident or VTT). All Active Army sites conduct Phase II over a 3-week training period. The Reserve Component Training Institutions will conduct Phase II in 15 consecutive training days.

b. Training focuses on leader, technical, and tactical tasks relevant to missions, duties, and responsibilities assigned to leaders of company-size units. Training

expands previously acquired skills, knowledge, and experience by adding company-level functional areas such as personnel, administration, maintenance, training, supply, security, UCMJ, etc.

c. In accordance with AR 614-200, paragraph 8-21, all Active Army first-time first sergeants will attend the FSC prior to assumption of duties.

d. The prerequisites for attending the FSC are:

(1) Be a SFC, SFC(P), or master sergeant.

(2) Be an ANCOC graduate. First sergeant designees in rank of SFC must complete one year of service after graduation from ANCOC prior to attending FSC.

(3) Be a selectee for, or filling a valid first sergeant or detachment sergeant position.

(4) Meet the height and weight guidelines IAW AR 600-9 for Phase II enrollment.

(5) Pass an APFT during Phase II as a graduation requirement.

e. Active Component requests for training should be forwarded through local approval authority (for example, G3, DPTMS) who submits an A1 application to PERSCOM requesting a school seat in ATRRS. Reserve Component requests for training are submitted as follows: Troop Program Units forward requests for training through their major subordinate command for approval. Active Guard Reserve forward requests through the Full Time Support Management Division for approval. National Guard Units requests for training should be forwarded through their major subordinate command who submits requests to the state Plans Operations and Training Officer for approval. Graduates of FSC are recognized by MEL code R.

f. FSC graduates are recognized by SQI «M».

5-9. Command Sergeants Major Course (CSMC). The CSMC is a branch-immaterial course conducted at USASMA for newly appointed CSM. The CSMC prepares individuals for battalion-level CSM assignment and includes a program for spouses.

## **Section II**

### **Noncommissioned Officer Academies (NCOA)**

#### **5-10. Overview.**

a. Noncommissioned Officer Academies conduct training in a challenging leadership-intensive environment designed to reinforce leadership and professional skills as part of student academic training and embedded in the daily routine.

b. Branch proponents and selected MACOM and

installations establish NCOA per AR 350-1 and this regulation.

#### **5-11. NCOA staffing and organization.**

a. The NCOA commandant is a CSM who works under the supervision of a MACOM, installation, or division commander and that commander's CSM.

b. Staffing of NCOA is governed by the Manpower Staffing Standards System (MS3). Noncommissioned Officer Academy manpower is identified by management decision package «TSGT.»

c. Commandants will attach and/or assign to the NCOA sufficient numbers of full-time SGLs, by MOS mix, and SSGLs, by CMF mix, required to train their programmed NCOES annual, by course, student loads.

(1) The SGL assigned to conduct each course/class will mentor and evaluate their students from day one through course graduation and complete separate DA Form 1059s on each student enrolled at the end of both common core and MOS technical training. It is the TRADOC Commander's intent that except where prohibited due to safety concerns/constraints, the assigned or attached SGL should teach, coach, mentor, counsel and evaluate their students to the maximum extent possible during the conduct of all NCOES courses.

(2) The SGL MOS will be immaterial for the conduct of Phase I stand-alone ANCOC/BNCOC Common Core. However, for quality mentoring purposes, it is desired that a like CMF/MOS SGL be used to train soldiers who receive Phase I and II of their ANCOC or BNCOC congruently at their MOS proponent NCOA/school.

(3) Proponent NCOES students will not be administratively handed off, released, or turned over to the school's technical training departments at the end of Phase I ANCOC or BNCOC. While the proponent school's technical training departments may be responsible for delivering the MOS-specific curriculum, the NCOA commandant will remain responsible for each student's status. An assigned or attached academy SGL will remain in control of all NCOES attendees until they graduate or are otherwise disenrolled.

(4) Soldiers arriving at proponent schools for Phase II only (having already completed Phase I at another location), will be assigned to an academy like MOS SGL and join a like-MOS group for completion of their technical training.

(5) At ANCOC/BNCOC, no honors certificates or diplomas (other than the DA Form 1059) will be issued until the entire level of training or course (Phase II technical MOS phase/phases of the course) is completed.

## **Chapter 6**

### **Civilian Leader Development**



## *Creed of the Noncommissioned Officer*



*No one is more professional than I. I am a Noncommissioned Officer, a leader of soldiers. As a noncommissioned officer, I realize that I am a member of a time honored corps, which is known as "the Backbone of the Army." I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the military service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit or personal safety.*



*Competence is my watch-word. My two basic responsibilities will always be uppermost in my mind – accomplishment of my mission and the welfare of my soldiers. I will strive to remain technically and tactically proficient. I am aware of my role as a noncommissioned officer. I will fulfill my responsibilities inherent in that role. All soldiers are entitled to outstanding leadership; I will provide that leadership. I know my soldiers and I will always place their needs above my own. I will communicate consistently with my soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.*



*Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my soldiers. I will be loyal to those with whom I serve; seniors, peers and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!*

